

SECTION A - SOLICITATION/CONTRACT FORM

A.1 GENERAL INFORMATION

Section L of this solicitation contains important information about the preparation of proposals for this acquisition. Offerors are expected to examine the schedule and all instructions and to furnish the information required by this RFP.

A.2 ISSUING OFFICE

This RFP is issued by the Division of Contracts, Policy, and Oversight of the National Science Foundation, which is the only point of contact for this procurement. Proposals and any inquiries concerning this solicitation must be submitted in writing to the following:

National Science Foundation
Division of Contracts, Policy, and Oversight
ATTN: Mr. Danny N. Price
4201 Wilson Boulevard, Room 475
Arlington, Virginia 22230

All proposals **MUST** be labeled as follows:

Mailroom: DO NOT OPEN (RFP SRS 99-002)

Deliver Directly to Room 475

If hand-carried, proposals should be delivered **DIRECTLY** to the room number specified above, **after inspection by NSF security personnel.**

A.3 RECEIPT OF PROPOSALS AND LATE SUBMISSIONS

Proposals, including modifications, received at the issuing office after the closing date and time specified on the cover page of this solicitation will be considered as late submissions and handled accordingly.

As used in the referenced FAR provision titled “late Submissions, Modifications, and Withdrawals of Proposals,” the term “mail” does **NOT** include materials sent by means of express delivery services other than **U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee.** Proposals submitted by means of express delivery services other than the **U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee** will be considered the same as hand-carried submissions.

THE GOVERNMENT WILL UNDERTAKE REASONABLE SECURITY PRECAUTIONS FOR ALL INDIVIDUALS AND PACKAGES ENTERING THE FACILITY. ENTRANCE

TO NSF IS RESTRICTED AND EXTRA TIME SHOULD BE ALLOWED FOR ADMISSION. IF HAND-CARRIED, PROPOSALS SHOULD BE DELIVERED DIRECTLY TO ROOM 475, AFTER THE PACKAGE IS INSPECTED AND PASSED THROUGH NSF SECURITY PROCEDURES. NO PACKAGE SHALL BE ACCEPTED UNTIL IT IS INSPECTED.

In addition to the designated official point of receipt specified above (Room 475), hand-carried submissions will be considered timely if (1) the submission is clearly labeled on the exterior of the package with the solicitation number, the proposal submission date/time deadline, and the specified address for official receipt and (2) the submission is received in the NSF Central Mailroom prior to the official proposal submission deadline.

A.4 CONTRACT TYPE/PERIOD OF PERFORMANCE

As a result of this solicitation, the Government intends to award a cost reimbursement completion type contract.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SCOPE OF CONTRACT

The contractor shall independently provide all labor, materials and facilities, except as elsewhere stipulated, for the conduct, data processing , and table production of the 1999 Survey of Public Attitudes Toward and Understanding of Science and Technology in accordance with the Statement of Work in Section C of this document and the terms and conditions specified throughout the remainder of the document.

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1. OVERVIEW

The National Science Foundation (NSF) requires the services, supplies, materials, and facilities to conduct the 1999 survey of public attitudes toward and understanding of science and technology. NSF intends to award a 12-month contract for the survey. The actual fielding of the survey shall occur in early 1999. Because of a time constraint, i.e., the publication schedule of S&EI - 2000, there will not be time to substantially revise and refine the set of questions used to conduct earlier Public Attitudes surveys.

NOTE TO OFFERORS: NSF intends to conduct another competition, in 1999, to select a contractor for both the 2001 and 2003 surveys. The scope of this project will be substantially greater than that of the 1999 survey and is likely to include an extensive review of all survey instruments and the possible revision and expansion of NSF's work in the area of public attitudes and understanding of science and technology.

For the 1999 survey, the questionnaire will include a set of questions already approved by the Office of Management and Budget (OMB). It can be assumed that the NSF Project Officer will have obtained OMB clearance for the 1999 survey by the time the award is made. (A clearance package will be submitted to OMB in 1998 that replicates the clearance package approved in 1996.)

C. 2. BACKGROUND

In accordance with Sec. 4(j)(1) of the National Science Foundation Act of 1950, as amended, the National Science Board (NSB) transmits to the President and Congress a statistical report on science and engineering in the United States. This report, entitled Science & Engineering Indicators (S&EI), has been published every two years since 1972. The NSB has required that each volume of S&EI -- except the one published in 1978 -- contain a chapter devoted to indicators of attitudes toward and understanding of science and technology (S&T).

NSF's data on public attitudes toward S&T have become the world standard. In addition to forming the basis for a chapter in S&EI, questions from the survey have been replicated in national surveys around the world, providing a valuable, internationally comparative use for these unique indicators of the social context for S&T.

The Science and Engineering Indicators Program of the Division of Science Resources Studies (SRS) of the National Science Foundation (NSF) is responsible for preparing S&EI. A subcommittee of the NSB's Committee on Education and Human Resources provides overall direction of the content, emphases, and evolution of S&EI. To prepare the report, SRS staff use data from a variety of sources, most notably SRS's own on-going surveys, including a biennial survey of public attitudes toward and understanding of science and technology.

C.2.a. Purpose

The Survey of Public Attitudes gauges public attitudes toward science and technology, including the public's level of scientific understanding and policy preferences on selected issues. The survey provides information for elected and other policymaking officials responsible for designing education programs and who are concerned about public perceptions of S&T and the state of science literacy in the U.S. The survey is closely coordinated with surveys in several other countries to facilitate international comparisons.

C.2.b. History

Twelve of the 13 S&EI volumes published since 1972 have included chapters on public attitudes toward and understanding of science and technology. The 1972, 1974, and 1976 volumes reported public attitudinal data obtained by the Opinion Research Corporation of Princeton, New Jersey, under a contract with NSF. The data were collected in face-to-face interviews.

In 1978 and 1979, SRS sponsored a greatly expanded, "stand-alone," attitudinal survey, data from which were first used for S&EI in the 1980 volume. SRS awarded two contracts for that effort: one to the National Opinion Research Center of the University of Chicago for the design and analysis of the 1979 survey, and one to the Institute for Survey Research of Temple University to conduct the in-person survey. The basic conceptual framework of the 1979 survey has remained in stand-alone, SRS-sponsored surveys since then.

Since 1981, the survey has been conducted by telephone. The 1981 and 1985 surveys were conducted at the Public Opinion Laboratory (POL) of Northern Illinois University and focused on maintaining the attitudinal items introduced in 1979 in order to build time series. (SRS did not sponsor a 1983 survey; however, many of the SRS questions were asked on a related survey conducted for the Annenberg School of Communications, University of Pennsylvania, by the POL with other NSF funding.)

Throughout the decade of the 1980s, incremental refinements were made to the questionnaire. In addition, the survey has been used for special studies that led to increased understanding of the dynamics of U.S. public attitudes toward S&T. The 1981 survey, for example, over-sampled the "attentive public for S&T" to produce useful information about this important subpopulation. Likewise, the Chernobyl and Challenger disasters in 1986 presented an opportunity to return to the 1985 respondents to gauge attitudinal change/stability following such historic events.

The 1988 survey continued collection of data on the attitudinal items of earlier surveys but also introduced an innovation: a battery of true/false questions to test basic knowledge of scientific and technological concepts. These questions were developed by the POL and British researchers at the Science Museum in London and at Oxford University. Close coordination between the British researchers and the U.S. effort produced comparable data on these new knowledge items as well as the more traditional attitudinal items of the U.S. time series.

Concomitant with the development of these new indicators, the amount of internationally-comparable data on public understanding of science increased significantly. By the end of the 1980s, the governments of the U.S., Britain, France, and Japan were all sponsoring national attitudes surveys, with considerable coordination on questions and themes with the U.S. series. In 1989, the European community (EC) through the Eurobarometer program of the Commission of the European Communities, sponsored an EC-wide survey of public attitudes toward and knowledge of S&T. In one stroke, the number of countries with comparable data on some of the traditional NSF measures

increased to 15. A number of other countries, e.g., China, have also begun surveys using the U.S. questions.

Greatly expanded international comparisons of attitudes toward and knowledge of S&T were incorporated in the 1991 S&EI. An important SRS program element is the continued encouragement of internationally-comparative measures, including indicators of public understanding of S&T.

In 1995 and 1997, the Chicago Academy of Sciences conducted studies that continued the core of attitude and knowledge items from previous S&EI studies and included telephone interviews with a random-digit sample of 2,006 adults in 1995 and 2,000 in 1997. The interviews for the 1995 study were conducted by the Public Affairs Division of Market Facts Incorporated. The interviews for the 1997 study were conducted by the National Opinion Research Center. An electronic version of the instrument is available on the WEB at:

<http://www.nsf.gov/sbe/srs/spa/survey.pdf>

In addition, copies of the 1993, 1996, and 1996 Public Attitudes chapters of Science and Engineering Indicators can be found at the following Websites:

<http://www.nsf.gov/sbe/srs/seind98/chap7/doc/7toc93.htm>;
http://www.nsf.gov/sbe/srs/seind96/ch7_cont.htm; and
<http://www.nsf.gov/sbe/srs/seind98/access/c7/c7h.htm>.

C.3. STATEMENT OF WORK

Independently, and not as an agent of the Government, the Contractor shall be required to furnish all the necessary services, qualified personnel, material, equipment, and facilities not otherwise provided by the Government, as needed to perform the Statement of Work below:

Task 1 Preliminary Activities

Before undertaking the survey, the NSF COTR must approve all sample selection, weighting, and other plans and procedures outlined in the management plan. Within one week of the award, NSF will provide the contractor with a copy of the OMB-approved set of questions and access to electronic data files containing data collected with previous surveys in the Public Attitudes time series.

The contractor shall only begin performance of the survey when directed in writing by the Contracting Officer.

NOTE: The work schedule within this statement of work is based on an anticipated January 1999 contract award. Due dates for tasks may require adjustment to meet deadlines for preparing the S&EI chapter. (Offerors shall discuss scheduling issues in their proposals).

Task 2 Conduct the Public Attitudes Survey

The survey shall be conducted in February 1999 by telephone, using state-of-the-art CATI technology. The survey must achieve the highest possible response rate, using a conservative

method of calculating the final response rate that meets the highest professional standards for surveys of this type.

The contractor shall submit reports discussing response rates, specifically:

During fielding of the survey, once a week, the contractor shall submit detailed reports on the progress of the survey, including counts of: unanswered calls, busy lines, contacts with real persons, contacts with answering machines, completions, refusals, breakoffs, call-backs, future appointments, etc., and any other data that may be offered by the contractor or required by NSF. The CATI system software shall be configured such that the interviewer can indicate when, during the interview, a refusal or breakoff occurs -- i.e., during the introduction, at a particular question, etc. The software shall also be designed so that the suspected or known reason for the breakoff will be recorded in some way. The weekly reports shall be designed to show both totals for the reporting period and cumulative totals. These reports shall be submitted by e-mail or facsimile to NSF.

Processing of data shall begin as soon as the interviews are completed.

Within one month of completion of the telephone survey, the contractor shall submit both an electronic version and a hard copy of a cleaned, edited, computerized, and documented data file to the NSF COTR with documented flags for missing values and with the final weighting variables that were used in developing national estimates. Data files shall contain unweighted values for each closed-ended item, weighting variables, flags for various types of missing data, and standard error estimates and other measures of data quality.

The file shall be merged with data from earlier surveys in order to conduct analyses of changes over time.

Within two months of completion of the telephone survey, the contractor shall install the clean data file in an NSF-approved format for NSF use in data analysis. At the time of installation, the contractor shall deliver complete documentation for the file and training for two NSF staff persons in the file's retrieval and use.

The contractor shall maintain complete, accurate, and detailed documentation of all sample selection -- and other -- procedures associated with the conduct of the survey and producing electronic data files (including documentation of all supporting software programs used throughout the project). This documentation shall form the basis for a report to be prepared by the contractor and submitted to the government at the end of the survey cycle.

All data collected under the contract are the property of the Federal Government, whether they are in the possession of the Federal Government or the contractor. The contractor may not release any data, reports, or other material developed under this contract without the written permission of the NSF COTR.

Task 2.a. Prepare Analytical Report Plan

During the third month of the contract, the contractor shall prepare a plan for NSF approval that includes the following items in preparation for the analytical report:

- 1) A narrative overview of the proposed approach to the major substantive topics to be covered in the analysis, including a general discussion of the data trends and statistical analyses to be produced.
- 2) A chapter outline.
- 3) Names and definitions of all variables included in proposed tabulations and analysis, except those taken directly from the questionnaire.
- 4) A listing of the titles of all proposed tables, including specifications of (a) variable names (or questionnaire item numbers) for all variables, and (b) the data involved in the chapter analyses.
- 5) Formatted table shells that represent different types of series of tables that will be used in the report.
- 6) A detailed description of proposed weighting procedures, including definitions of all components of the various estimation weights to be employed.
- 7) A detailed plan for the calculation and presentation of standard errors and other appropriate statistics describing the precision of survey estimates.
- 8) Large or complicated technical explanations and back-up tables may be included in appendices to the analytical report.

After the draft plan has been reviewed and approved by NSF staff, the contractor shall make any revisions specified by NSF. A final, revised plan shall be submitted within ten (10) days after receipt of NSF-recommended revisions.

Task 2.b. Prepare Analytical Report

Within three months after survey closeout, the contractor shall submit a draft analytical report consistent with the plan described in Task 2.a. The report shall contain analyses of the results of the survey, including cross tabulations and other data presentations that meet the terms of agreed upon reporting categories, and which relate the results of the survey to other significant surveys of the public regarding knowledge and understanding of science and technology.

The draft report shall include appropriate text, tables, graphics, appendices, and measures of data quality such as standard error estimates. The contractor shall be responsible for discussing the draft (by telephone or in person) with the NSF COTR and other NSF Program staff.

Table shells shall conform to NSF Division of Science Resources Studies (SRS) editorial standards in force at the time production is begun. The table shells shall include all planned titles, headnotes, spanner and column headings, stub headings, stub entries, footnotes, notes, and source lines.

NSF currently requires that the text and tables of draft and final reports be prepared in the latest version of Microsoft Word, Pagemaker, Excel, or other specific software that NSF requests. NSF shall inform the contractor, before the text and tables are begun, what software to use. The

contractor shall type the text in the selected language; converted or translated texts shall not be acceptable. NSF shall also require the text and tables on IBM-compatible PC disk(s) or other electronic format approved by NSF staff at the time of delivery in hard copy. A table of contents and explanatory notes shall be included. The disk(s) or electronic files shall be delivered to NSF by end of the fifth month of the contract.

Camera-ready tables and text are to be printed on plain white paper stock which measures 8 1/2 by 11 inches. NSF requires an unpaginated copy of the camera-ready tables to be submitted for publication mock-up. After NSF staff determines the page numbering, the contractor shall produce a set of paginated camera-ready tables.

The contractor shall ensure that publications meet all NSF/Science Resources Studies publication guidelines in effect at the time preparation of reports begins. The contractor shall keep copies of all publication-related correspondence between NSF and the contractor so that the publication rules and any agreed-upon exceptions can be documented.

Final tables of response rates, imputation rates, and standard errors shall also be delivered at this time.

The contractor shall revise the report as requested by NSF. Within four months after survey closeout, the contractor shall submit five (5) hard and two (2) disk or electronic copies of the revised version of the survey report that incorporates comments from NSF staff, other government staff, and other reviewers selected by NSF staff.

Task 2.c. Provide Assistance With Science & Engineering Indicators

Because data and analysis produced under this award will be used in Science & Engineering Indicators - 2000, close coordination between NSF staff and the contractor shall be required. Although it is currently planned that NSF staff will prepare the materials necessary for S&EI-2000, the contractor shall provide analyses and technical assistance and respond to questions, if necessary.

NOTE: FOR PROPOSAL PREPARATION PURPOSES, OFFERORS SHOULD ASSUME 80 FTE HOURS NEEDED FOR ASSISTANCE WITH SCIENCE AND ENGINEERING INDICATORS.

Task 2.d.. Prepare Methodological Report and Documentation

The contractor shall maintain up-to-date records of all activities conducted for the project, including all work results, developments, accomplishments, and computations. These records shall form the basis for a project methodology report and documentation.

Together, the project methodology report and documentation shall provide sufficient depth and understanding of all project activities to allow other organizations to replicate the work performed for the project. The methodological report shall describe all survey operations and include a concise and factual discussion of the technical findings and accomplishments during the period of the contract. They shall include, but not be limited to, a detailed description of:

- 1) All processes, techniques, and procedures developed under this contract;
- 2) All negative, as well as positive, results obtained;

- 3) Recommendations and/or conclusions concerning survey operations for future studies of the public understanding of science; and
- 4) Detailed data on response rates summarizing the data submitted in its weekly reports. These data shall include summary data on call-backs, refusals, and break-offs by sex and other characteristics.

Within five months of completion of the survey, the contractor shall deliver a draft methodological report for NSF review. It shall include all survey requirements. It shall include a description of the survey design and methodology, survey instruments, data collected, data loading and editing, tabulations performed, response rates, standard errors, other nonsampling measures and control procedures, information on inflation to national estimates, the historical data files, and any caveats or qualifications that attach to the survey findings. The methodological report shall also name and provide a brief description of all computer software programs used.

In addition, the contractor shall prepare complete documentation for all software and data files used or developed in the survey. The documentation shall include the programs used for checking and processing survey records, the programs for preparing tabulations and reports, and the historical database files and their maintenance. The documentation shall include all programs, files, flow charts, specifications, systems, and other documentation developed or used during the conduct of the project.

The contractor shall revise the report as requested by the COTR and deliver five (5) copies of the revised report in accordance with the delivery schedule identified under Section F.2 of the contract. In addition, a copy of the report in the latest version of Microsoft Word, Pagemaker, Excel, or other specific software that NSF requests on an IBM-compatible PC disk or other electronic form agreed to by NSF staff shall be provided. NSF shall inform the contractor, before the text and tables are begun, what software to use. The contractor shall type the text in the selected language; converted or translated texts shall not be acceptable.

All electronic data and command files, systems designs, programming, and associated documentation specially developed or used under the contract are the property of the Federal Government, whether they are in the possession of the Federal Government or the contractor.

Task 2.e. Data Dissemination

The contractor shall disseminate information concerning this study and its findings. This important dissemination function may require the preparation of analytical and methodological reports, text materials and graphics, and travel to NSF and other Federal agencies, or to national or international forums/conferences for special presentations. NSF will also view favorably dissemination of the data in professional, peer-reviewed scientific journals. The contractor shall deposit the data, documentation, and reports in national repositories and/or make public user tapes available for researchers or other users. **All data collected with the Survey shall be made available to the public immediately after Science and Engineering Indicators - - 2000 is published.**

The contractor shall also travel to Washington periodically to meet with NSF and/or NSB staff to review progress to date on all tasks and to exchange views, ideas, and information concerning the

methods and content of the work. These meetings are to be held in the NSF offices unless otherwise agreed upon. If requested by the COTR, the Contractor shall also make formal presentations including the use of appropriate visual aids.

After discussion with NSF staff, the contractor shall prepare and deliver an agenda to NSF three working days prior to each meeting. The contractor is responsible for taking notes at the meeting and preparing a written summary for NSF. The summary shall be delivered to NSF within one week of the meeting for NSF approval. The contractor shall correct the summary, if necessary, and return the corrected summary to NSF within another week.

NOTE: OFFERORS SHOULD ASSUME FOUR (4) SUCH TRIPS PER YEAR FOR PROPOSAL PREPARATION PURPOSES.

Task 2.f. World Wide Web Availability of Reports

All contractor-produced products, including text, tables, and graphics shall meet all NSF formatting and other specifications for posting on NSF's Website. Specifications and guidance will be provided by SRS staff.

Task 2.g. Attend International Conference

A forum of special importance to the NSF program is the International Council for the Study of Public Attitudes Toward S&T. This council, composed of two representatives from each country involved in surveys of public understanding of S&T, meets each year to coordinate activities, share data and plans, and discuss future cooperative survey projects. The two country representatives usually are one person from the sponsoring agency/organization and one from the survey performer's organization. In its role as the U.S. performer, the contractor shall attend this conference.

Task 2.h. Additional Support

(1) Analytical Support

In addition to scheduled analyses and deliverables, NSF may request additional special tabulations or statistical analyses of survey data, either for their own purposes or in response to requests from other Federal and non-Federal data users. The contractor's organization shall have the capability of providing support on a quick turn-around basis.

(2) Supplemental Data Requests and Analysis

The contractor shall respond to any information requests referred to the contractor by the COTR in accordance with the instructions below. These requests may include, but are not limited to, requests for data tables and files. The items may be provided in paper copies, disks, or on-line access. The COTR will coordinate all such requests and ensure that the contractor receives sufficient guidelines for completing each task. Upon requests for special tabulations or statistical analysis, the COTR shall arrange for the Contractor and data user to review jointly the data requirements. The Contractor shall then prepare a brief proposal describing the task to be

performed and estimating the level of effort, estimated cost impact, as well as the special request's effect on existing work schedules.

NSF may request additional preliminary or final tables or tabulations to meet special requests by Congress, the Office of Management and Budget and other government bodies. NSF may request copies of these tables on IBM-compatible PC disks, on-line, or hard copy.

In providing support activities under this task area, the Contractor shall initiate work only when so directed by a written order from the Contracting Officer. The COTR, with Contracting Officer approval, is authorized to initiate requests for support. The Contractor shall assure, prior to commencing work on any requested work, that written approval of the COTR and Contracting Officer has been obtained. Work performed without prior written approval as indicated above shall be considered invalid and costs occurred for such work shall be considered unallowable.

C.4. REPORTING REQUIREMENTS

a. Technical Reports

In addition to those reports required by the other terms of this contract, the Contractor shall prepare and submit the following reports in the manner stated below and in accordance with SECTION F.2. DELIVERIES of this contract:

(1) Monthly letter progress reports

The Contractor shall prepare and furnish copies of monthly letter progress reports generally not exceeding six pages. These reports shall show the status of all major events and activities surrounding each survey identified in the Contractor's proposal and shall report the expenditure of funds for the survey for both the period of the report and cumulatively for the entire contract period. The monthly financial statements should include as a minimum, amount originally budgeted for the contract year, amount spent during the month, cumulative amount spent, and amount remaining. All totals shown in the financial portion should include fee, if any. Costs accrued should be compared to contractor's original estimates to facilitate detection of any deviation from scheduled levels of expenditure. Any expected deviation from the expenditure levels estimated in the proposal or schedules shown in the Management Plan shall be explained thoroughly and require prior NSF approval. It shall also present in narrative form a summary of all work performed during the month, including technical status, accomplishments, problems encountered, plans for the coming month, and any actions required on the part of the NSF.

As part of the Monthly Progress Report after the data collection has begun, the contractor shall produce response analysis reports for each survey cycle on a weekly basis. The reporting period consists of the first full month of performance plus any fractional part of the initial month. Thereafter, the reporting period shall consist of each calendar month. No report shall be submitted for the month in which the final report is due.

(2) **METHODOLOGICAL REPORT**--The contractor shall submit a methodological report at the end of each survey cycle, detailing the survey methodology used, including the following:

- a. data collection activities;
- b. description of the universe/sample design;
- c. response rates;
- d. imputation methodology;
- e. item nonresponse and imputation rates;
- f. weighting procedures; and,
- g. standard errors (or coefficients of variation), non-sampling error measures, etc.

All items submitted by the contractor to NSF shall be complete with all attachments. They shall be "spell-checked" by computer and proofread by contractor personnel. NSF will not accept items with typographical errors, contradictory statements or dates, erratic formatting, or missing parts. The contractor shall not have an item dated and "accepted" as to submission until an error-free item has been submitted. Thus, quality control is an essential part of successful and on-time performance.

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Milestones/Schedule

<u>Activity</u>	<u>Performance Period</u>
1999 Survey Start Up	January 1999
Conduct Survey	February 1999
Analytical Report Plan	April 1999
Analytical Report	May-June 1999
Assistance with Science & Engineering Indicators	May-December 1999
Methodological Report and Documentation	July-August 1999
World Wide Web Availability of Reports	December 1999
Monthly Status and Progress Reports	All months
Regular Progress Meetings	As appropriate
Proofreading of All Documents and Reports	As appropriate

SECTION D - PACKAGING AND MARKING

This section is not applicable.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be performed by the Contracting Officer's Technical Representative to be designated in Section G of the contract at time of award. Any inspection and acceptance conditions not specified in this Section have been incorporated into Section C.

E.2 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) JUN 1988

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

52.246-5 INSPECTION OF SERVICES - COST-REIMBURSEMENT APR 1984

SECTION F - DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

This contract shall have a period of performance of one year from the effective date specified in Block 3 of the SF26.

F.2 DELIVERIES

Satisfactory performance of this contract shall be deemed to occur upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following items in accordance with the stated delivery schedule:

The items specified below as described in SECTION C. shall be delivered F.O.B. destination as set forth in FAR 52.247-35, F.O.B. DESTINATION, WITHIN CONSIGNEES PREMISES (APRIL 1984), and in accordance with and by the date(s) specified below:

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Delivery Schedule</u>
(a)	1999 Survey Response Rate Reports	5	February 1999
(b)	Electronic and hard copy versions of clean data files	5	March 1999
(c)	Statistical tables available for NSF use	5	April 1999
(d)	Analytical Report plan	6	March 1999
(e)	Analytical Report, draft	6	May 1999
(f)	Analytical Report, final	6	June 1999
(g)	Methodological Report, draft	6	July 1999
(h)	Methodological Report, final	6	August 1999
(i)	Progress Reports	6	Monthly

The above items shall be addressed and delivered to:

<u>Addressee</u>	<u>Deliverable item no.</u>	<u>Quantity</u>
Contracting Officer National Science Foundation Suite 475 4201 Wilson Boulevard Arlington, VA 22230	(d) through (i)	1

<u>Addressee</u>	<u>Deliverable item no.</u>	<u>Quantity</u>
COTR National Science Foundation Suite 965 4201 Wilson Boulevard Arlington, VA 22230	(a) through (i)	5

When products are ready for delivery to NSF, such deliveries must be made on schedule. The Contractor is encouraged to make deliveries by messenger rather than through the mails in light of the tight schedules required.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 INVOICE AND BILLING INFORMATION

(a) Submission of Proper Invoice. In order to initiate a payment, the Contractor shall submit proper invoices for reimbursement in the manner and format described herein and in FAR 52.232-25 "Prompt Payment," as incorporated by reference in Section I.

(b) Form. The contractor may use its own form, but all of the information specified in the "Prompt Payment" clause must be on the invoice. It is preferred that vouchers be submitted on the Government Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal." These forms are available from the Government Printing Office, 710 N. Capitol Street, Washington, DC 20801.

(c) Address. Submit all proper invoices to the National Science Foundation, Division of Financial Management, Suite 575, 4201 Wilson Boulevard, Arlington, VA 22230.

(d) Number of copies. An original and three copies are required.

G.2 PAYMENT INFORMATION

Payments of invoices and vouchers shall be subject to the withholding provisions of this contract.

Payments under the contract will be made either by check or by wire transfer through the Treasury Financial Communications System, at the option of the Government.

For payments by check, the Contractor shall furnish to the Contracting Officer within ten (10) days of award the full name (where practicable), title, telephone number, and complete mailing address of responsible official to whom check payments are to be sent.

For wire transfers, the following bank accounting information is required:

-_name of the receiving bank;

-_city and state of the receiving bank; and

-_American Bankers Association (ABA) nine-digit identifier of the receiving bank.

G.3 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the ONLY PERSON AUTHORIZED TO APPROVE CHANGES in any of the requirements under this contract. Notwithstanding any clause contained elsewhere in this contract, the said authority remains solely with the Contracting Officer.

In the event the Contractor effects any change at the direction of any person other than the

Contracting Officer, including any change beyond the scope of authority given to the duly authorized Contracting Officer's Technical Representative identified in the contract, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The Contracting Officer has the authority to perform any and all postaward functions in administering and enforcing this contract in accordance with its terms and conditions.

G.4 COTR DESIGNATION AND AUTHORITY

The Contracting Officer has designated [to be supplied at time of award] as the Contracting Officer's Technical Representative (COTR) under this contract.

The COTR is responsible for administering the performance of work under this contract. **IN NO EVENT, however, will any understanding, agreement, modification, change order, or other matter deviating from the terms of this contract be effective or binding upon the Government unless formalized by proper contractual documents executed by the Contracting Officer prior to completion of the contract.**

The COTR may give technical direction to the Contractor which fills in details, requires pursuit of certain lines of inquiry, or otherwise serves to facilitate the Contractor's compliance with the contract. To be valid, technical direction by the COTR:

- _must be consistent with the general scope of work set forth in this contract;
- _may not constitute new assignment of work or change the expressed terms, conditions or specifications of this contract; and
- _shall not constitute a basis for any increase in the contract estimated cost, or extension to the contract delivery schedule.

In the event any Government technical direction is interpreted by the Contractor to fall within the clause of this Contract entitled "Changes", the Contractor shall not implement such direction, but shall notify the Contracting Officer in writing of such interpretation within ten (10) working days after the Contractor's receipt of such direction. Such notice shall:

- _include the reasons upon which the Contractor bases its belief that the technical direction falls within the purview of the "Changes" clause; and
- _include the Contractor's best estimate as to the revision of the current estimated cost, fee, performance time, delivery schedules or any other contractual provision that would result from implementing the COTR's technical direction.

If, after reviewing the information presented by the Contractor, the Contracting Officer is of the opinion that such direction is within the purview of the "Changes" clause and considers such change desirable, a unilateral direction will be issued to the Contractor to proceed pursuant to the authority granted under that clause. If a determination is made that such direction is technical direction authorized by this schedule clause, the Contractor will be directed to proceed with the

implementation of such technical direction.

In the event a determination is made that it is necessary to avoid a delay in performance of the Contract, the Contracting Officer may direct the Contractor to proceed with the implementation of the technical direction pending receipt of the information to be submitted by the Contractor. Should the Contracting Officer later determine that Change direction is appropriate, the written direction issued hereunder shall constitute the required Change direction.

Failure of the Contractor and the Contracting Officer to agree on whether Government direction is technical direction or a Change within the purview of the "Changes" clause shall be a dispute concerning a question of fact within the meaning of the Clause of the General Provision entitled, "Disputes."

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 NSF BUSINESS HOURS, HOLIDAYS AND LEAVE

The normal business hours of the National Science Foundation (NSF) are 7:00am through 6:00pm EST, Monday through Friday excluding federal holidays and periods approved for general administrative leave.

Federal holidays observed by the NSF are New Year's Day, Martin Luther King Birthday, Inauguration Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, and any other day designated by federal statute, Executive Order, or Presidential Proclamation. When any such day falls on a Saturday, the preceding Friday is observed; or if any such day falls on a Sunday, the following Monday is observed.

Except as specified elsewhere in this contract, the Contractor shall perform any services required to be performed at NSF's site(s) during normal business hours.

H.2 KEY PERSONNEL

The personnel specified below are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact of such substitution upon the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer.

Personnel	Title
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(TO BE INCLUDED AT TIME OF AWARD)

H.3 CONSULTANTS

Prior to retention of any consultant(s), other than those which may be included in the offeror's proposal, for the work under this contract, the contractor shall obtain advance written approval from the Contracting Officer. Payments for the services of consultants shall not exceed the current maximum daily equivalent rate paid to a GS-18 federal employee (exclusive of indirect cost, travel, per diem, clerical services, vacation, fringe benefits, and supplies) without prior written approval of the Contracting Officer. As of this date, this rate is \$453 per day.

Requests by the Contractor for authorization to use consultants shall contain the following information:

- _a biographical sketch including education and professional experience of the consultant;
- _the services the consultant will perform and the amount of time that will be spent;
- _previous rates paid to the consultant by the Contractor for similar services for a like period;
- _available information on rates charged by the consultant for similar services for a like period.

H.4 SUBCONTRACTING REQUIREMENTS

In addition to the requirements set forth in the clause of this contract entitled "Subcontracts--Cost Reimbursement and Letter Contracts" (see Section I, FAR clause 52.244-02), the Contractor shall not commence the acquisition of any subcontract item or service unless and until funds are obligated under this contract for that item or service, or unless specifically authorized to do so in writing by the Contracting Officer.

H.5 INSURANCE LIABILITY TO THIRD PARTIES.

(a)_ (1) Except as provided in subparagraph (2) immediately following, or in paragraph (h) of this clause (if the clause has a paragraph (h)), the Contractor shall provide and maintain workers' compensation, employer's liability, comprehensive general liability (bodily injury), comprehensive automobile (bodily injury and property damage) insurance and such other insurance as the Grants and Contracts Officer may require under this contract.

_ (2) The Contractor may with the approval of the Contracting Officer, maintain a self-insurance program; provided that, with respect to worker' compensation, the Contractor is qualified pursuant to statutory authority.

_ (3) All insurance required by this paragraph shall be in a form and amount and for those periods as the Contracting Officer may require or approve and with insurers approved by the Contracting Officer.

(b) The Contractor agrees to submit for the Contracting Officer's approval, to the extent and in the manner required by the Contracting Officer, any other insurance that is maintained by the Contractor in connection with the performance of this contract and for which the Contractor seeks reimbursement.

(c) Except as provided in paragraph (h) of this clause (if the clause has a paragraph (h)), the Contractor shall be reimbursed--

_ (1) For that portion of the reasonable cost of insurance allocable to this contract and required or approved under this clause; and

_(2) For certain liabilities (and expenses incidental to such liabilities) to third parties not compensated by insurance otherwise. These liabilities must arise out of the negligence of the Contractor or of the contractor's agents, servants, or employees, and must be represented by final judgments or settlements approved in writing by the Government. These liabilities are for --

_(i) Loss of or damage to property (other than property owned, occupied, or used by the Contractor, rented to the Contractor, or in the care, custody, or control of the Contractor; or

_(ii) Death or bodily injury.

(d) The Government's liability under paragraph (c) of this clause is subject to the "Limitation of Funds" or "Limitation of Cost" clause of this contract, whichever is applicable.

(e) The Contractor shall not be reimbursed for liabilities (and expenses incidental to such liabilities)--

_(1) For which the Contractor is otherwise responsible under the express terms of any clause specified in the Special provisions or elsewhere in the contract;

_(2) For which the Contractor had failed to insure or to maintain insurance as required by the Contracting Officer; or

_(3) That result from willful misconduct or lack of good faith on the part of any of the Contractor's directors, officers, managers, superintendents, or other representatives who have supervision of direction of--

_(i) All or substantially all of the Contractor's business;

_(ii) All or substantially all of the Contractor's operations at any one plant or separate location in which this contract is being performed; or

_(iii) A separate and complete major industrial operation in connection with the performance of this contract.

(f) The provisions of paragraph (e) of this clause shall not restrict the right of the Contractor to be reimbursed for the cost of insurance maintained by the Contractor in connection with the performance of this contract, other than insurance required in accordance with this clause; provided that such cost is allowable under the Allowable Cost and Payment clause of this contract.

(g) If any suit or action is filed or any claim is made against the Contractor, the cost and expense of which may be reimbursable to the Contractor under this contract and the risk of which is then uninsured or is insured for less than the amount claimed, the contract shall--

_(1) Immediately notify the Contracting Officer and promptly furnish copies of all pertinent papers received.

_(2) Authorize Government representatives to collaborate with counsel for the insurance carrier in settling or defending the claim when the amount of the liability claimed exceeds the amount of

coverage; and

_(3) Authorize Government representatives to settle or defend the claim and to represent the Contractor in or to take charge of any litigation, if required by the Government, when the liability is not insured or covered by bond. The Contractor may, at its own expense, be associated with the Government representatives in any such claim or litigation.

H.6 LIABILITY INSURANCE.

The Contractor warrants that insurance coverage (currently in force) exists in the following areas and in amounts not less than those specified below:

<u>Type Insurance</u>	<u>Per Person Property</u>	<u>Coverage Per Accident</u>
1.Comprehensive General Liability	___\$500,000	___\$500,000
2.Automobile	___\$500,000	___\$500,000
3.A supplemental umbrella policy for \$[](to be negotiated).		

4.Workman's Compensation - As required by law at the job site.

The Comprehensive general and automobile liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

The contractor shall file with the Contracting Officer prior to beginning performance under this contract, a certificate of insurance evidencing the above coverage.

The Contractor shall provide to the Contracting Officer within five (5) days after occurrence, notice of cancellation of or reductions below the above cited amounts of any insurance coverage related to this requirement.

The Contractor warrants that such insurance coverage for all subcontractors who will work at any of the sites of performance does or will exist before subcontractors begin performance.

H.7 TRANSITION

The Contractor may be replaced by a successor Contractor for the performance of requirements of a similar nature and scope as the requirements specified herein. The Contractor shall cooperate to effect an orderly and efficient transition to any such successor Contractor during a transition period to be specified by the Contracting Officer.

SECTION I - CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.
(End of clause)

52.202-1	DEFINITIONS	OCT 1995
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 1997
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	JUN 1996
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION	AUG 1996
52.215-8	ORDER OF PRECEDENCE—UNIFORM CONTRACT FORMAT	OCT 1997
52.216-7	ALLOWABLE COST AND PAYMENT	APR 1998
52.216-8	FIXED FEE	MAR 1997
52.217-8	OPTION TO EXTEND SERVICES	AUG 1989
52.219-8	UTILIZATION OF SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED BUSINESS CONCERNS	JAN 1999

52.222-1 NOTICE TO THE GOVERNMENT OF LABOR DISPUTES FEB 1997

52.222-2 PAYMENT FOR OVERTIME PREMIUMS JUL 1990

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed [*] or the overtime premium is paid for work -

[*Insert either "zero" or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in subparagraph (a)(1) through (a)(4) of the clause.]

52.222-3 CONVICT LABOR AUG 1996

52.222-26 EQUAL OPPORTUNITY APR 1984

52.222-35 AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA
VETERANS APR 1998

52.222-36 AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES JUN 1998

52.222-37 EMPLOYMENT REPORTS ON DISABLED VETERANS AND
VETERANS OF THE VIETNAM ERA APR 1998

52.223-2 CLEAN AIR AND WATER APR 1984

52.223-6 DRUG-FREE WORKPLACE JAN 1997

52.225-11 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES AUG 1998

52.227-1 AUTHORIZATION AND CONSENT JUL 1995

52.227-2 NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT
INFRINGEMENT AUG 1996

52.228-7 INSURANCE - LIABILITY TO THIRD PERSONS MAR 1996

52.232-9 LIMITATION ON WITHHOLDING OF PAYMENTS APR 1984

52.232-17 INTEREST JUN 1996

52.232-22 LIMITATION OF FUNDS APR 1984

52.232-23 ASSIGNMENT OF CLAIMS JAN 1986

52.232-25 PROMPT PAYMENT JUN 1997

(2) For contracts that provide for contract financing, requests for payment shall be submitted to the designated billing office as specified in this contract or as directed by the Contracting Officer. Contract financing payments shall be made on the [insert day as prescribed by Agency head; if not prescribed, insert 30th day] day after receipt of a proper contract financing request by the designated billing office. In the event that an audit or other review of a specific financing request is required to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the due date specified.

52.233-1 DISPUTES OCT 1995-- ALTERNATE I (DEC 1991)

52.233-3 PROTEST AFTER AWARD AUG 1996--ALTERNATE I (JUN 1985)

52.237-2 PROTECTION OF GOVERNMENT BUILDINGS EQUIPMENT, AND
VEGETATION. APR 1984

52.242-1 NOTICE OF INTENT TO DISALLOW COSTS APR 1984

52.242-3 PENALTIES FOR UNALLOWABLE COSTS OCT 1995

52.242-4 CERTIFICATION OF FINAL INDIRECT COSTS JAN 1997

52.242-13 BANKRUPTCY JUL 1995

52.243-2 CHANGES - COST-REIMBURSEMENT AUG 1987 –
ALTERNATE I APR 1984

52.244-2 SUBCONTRACTS AUG 1998

(e) Even if the Contractor's purchasing system has been approved, the Contractor shall obtain the Contracting Officer's written consent before placing subcontracts identified below: []

52.244-5 COMPETITION IN SUBCONTRACTING DEC 1996

52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL
COMPONENTS APR 1998

52.245-5 GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-
MATERIAL, OR LABOR-HOUR CONTRACTS) JAN 1986

52.245-19 GOVERNMENT PROPERTY FURNISHED "AS IS." APR 1984

52.246-25 LIMITATION OF LIABILITY-SERVICES FEB 1997

52.248-1 VALUE ENGINEERING MAR 1989

"These data, furnished under the Value Engineering clause of contract [], shall not be disclosed outside the Government or duplicated, used, or disclosed, in whole or in part, for any purpose other

than to evaluate a value engineering change proposal submitted under the clause. This restriction does not limit the Government's right to use information contained in these data if it has been obtained or is otherwise available from the Contractor or from another source without limitations."

52.249-6 TERMINATION (COST-REIMBURSEMENT) SEP 1996

52.249-14 EXCUSABLE DELAYS APR 1984

52.253-1 COMPUTER GENERATED FORMS JAN 1991

SECTION J - LIST OF ATTACHMENTS

The documents listed below are attached to this section and are made a part hereof:

Document	Date	# of Pages	RFP Section
1. Contract Listing	N/A	1	L.4
2. Contractor Performance Evaluation	N/A	1	L.4
3. Sample Client Authorization Letter	N/A	1	L.4

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO
INFLUENCE CERTAIN FEDERAL TRANSACTIONS APR 1991

52.222-21 CERTIFICATION OF NONSEGREGATED FACILITIES APR 1984

K.1 52.204-3 TAXPAYER IDENTIFICATION. (JUN 1997)

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

___ TIN: _____.

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of a Federal, state or local government;

___ Other. State basis. _____

(d) Corporate Status.

___ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

___ Other corporate entity;

___ Not a corporate entity;

___ Sole proprietorship

___ Partnership

___ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

___ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

K.2. 52.204-5 WOMEN-OWNED BUSINESS

(a) Representation. The offeror represents that it _____ is _____ is not a women-owned business concern.

(b) Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(End of provision)

K.3 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS. (MAR 1996)

(a) The Offeror certifies:

(1) to the best of its knowledge and belief, that:

(i) The Offeror and/or any of its Principals:

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has () has not (), within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

K.4. 52.215-4 TYPE OF BUSINESS ORGANIZATION. (OCT 1997)

The offeror or respondent, by checking the applicable box, represents that -

(a) It operates as ___ an individual, ___ a partnership, ___ a nonprofit organization, ___ a joint venture, or ___ a corporation incorporated under the laws of the State of _____.

(b) If the offeror or respondent is a foreign entity, it operates as ___ an individual, ___ a partnership, ___ a nonprofit organization, ___ a joint venture, or ___ a corporation, registered for business in _____ (country).

(End of provision)

K.5. 52.215-6 PLACE OF PERFORMANCE. (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, ___ intends, ___ does not intend (check applicable block) to use one or more plants or facilities located at a different address from the address of the offeror or quoter as indicated in this proposal or quotation.

(b) If the offeror or quoter checks intends in paragraph (a) above, it shall insert in the spaces provided below the required information:

Place of Performance
(Street Address, City,
County, State, Zip Code)

Name and address of Owner
and Operator of the Plant or
Facility if Other than
Offeror or Respondent

(End of provision)

K.6. 52.215-7 ANNUAL REPRESENTATIONS AND CERTIFICATIONS--NEGOTIATION.
(OCT 1997)

The offeror has (check the appropriate block):

___ (a) Submitted to the contracting office issuing this solicitation, annual representations and certifications dated [insert date of signature on submission] which are incorporated herein by reference and are current, accurate, and complete as of the date of this offer, except as follows [insert changes that affect only this solicitation; if "none," so state]:

___ (b) Enclosed its annual representations and certifications.

(End of provision)

K.7. 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS. (OCT 1998)

(a)(1) The standard industrial classification (SIC) code for this acquisition is **8732**.

(2) The small business size standard is **\$5.0 million**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations.

(1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents, for general statistical purposes, that it () is, () is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(c) Definitions.

“Small business concern,” as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

“Women-owned small business concern,” as used in this provision, means a small business concern-

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other

provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

K.8 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS. (APR 1984)

The offeror represents that -

- (a) It ___ has, ___ has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;
- (b) It ___ has, ___ has not, filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

K.9. 52.222-25 AFFIRMATIVE ACTION COMPLIANCE. (APR 1984)

The offeror represents that (a) it ___ has developed and has on file, ___ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it ___ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

K.10. 52.223-1 CLEAN AIR AND WATER CERTIFICATION. (APR 1984)

The Offeror certifies that -

- (a) Any facility to be used in the performance of this proposed contract is ___ , is not ___ listed on the Environmental Protection Agency (EPA) List of Violating Facilities;

(b) The Offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the EPA, indicating that any facility that the Offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(c) The Offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

(End of provision)

K.11 52.227-17 RIGHTS IN DATA - SPECIAL WORKS. (JUN 1987)

(a) Definitions.

"Data," as used in this clause, means recorded information regardless of form or the medium on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing or management information.

"Unlimited rights," as used in this clause, means the right of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose whatsoever, and to have or permit others to do so.

(b) Allocation of Rights. (1) The Government shall have -

(i) Unlimited rights in all data delivered under this contract, and in all data first produced in the performance of this contract, except as provided in paragraph (c) of this clause for copyright.

(ii) The right to limit exercise of claim to copyright in data first produced in the performance of this contract, and to obtain assignment of copyright in such data, in accordance with subparagraph (c)(1) of this clause.

(iii) The right to limit the release and use of certain data in accordance with paragraph (d) of this clause.

(2) The Contractor shall have, to the extent permission is granted in accordance with subparagraph (c)(1) of this clause, the right to establish claim to copyright subsisting in data first produced in the performance of this contract.

(c) Copyright. (1) Data first produced in the performance of this contract.

(i) The Contractor agrees not to assert, establish, or authorize others to assert or establish, any claim to copyright subsisting in any data first produced in the performance of this contract without prior written permission of the Contracting Officer. When claim to copyright is made, the Contractor shall affix the appropriate copyright notice of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to such data when delivered to the Government, as well as when the data are published or deposited for registration as a published work in the U.S. Copyright

Office. The Contractor grants to the Government, and others acting on its behalf, a paid-up nonexclusive, irrevocable, worldwide license for all such data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the Government.

(ii) If the Government desires to obtain copyright in data first produced in the performance of this contract and permission has not been granted as set forth in subdivision (c)(1)(i) of this clause, the Contracting Officer may direct the Contractor to establish, or authorize the establishment of, claim to copyright in such data and to assign, or obtain the assignment of, such copyright to the Government or its designated assignee.

(2) Data not first produced in the performance of this contract. The Contractor shall not, without prior written permission of the Contracting Officer, incorporate in data delivered under this contract any data not first produced in the performance of this contract and which contain the copyright notice of 17 U.S.C. 401 or 402, unless the Contractor identifies such data and grants to the Government, or acquires on its behalf, a license of the same scope as set forth in subparagraph (c)(1) of this clause.

(d) Release and use restrictions. Except as otherwise specifically provided for in this contract, the Contractor shall not use for purposes other than the performance of this contract, nor shall the Contractor release, reproduce, distribute, or publish any data first produced in the performance of this contract, nor authorize others to do so, without written permission of the Contracting Officer.

(e) Indemnity. The Contractor shall indemnify the Government and its officers, agents, and employees acting for the Government against any liability, including costs and expenses, incurred as the result of the violation of trade secrets, copyrights, or right of privacy or publicity, arising out of the creation, delivery, publication, or use of any data furnished under this contract; or any libelous or other unlawful matter contained in such data. The provisions of this paragraph do not apply unless the Government provides notice to the Contractor as soon as practicable of any claim or suit, affords the Contractor an opportunity under applicable laws, rules, or regulations to participate in the defense thereof, and obtains the Contractor's consent to the settlement of any suit or claim other than as required by final decree of a court of competent jurisdiction; nor do these provisions apply to material furnished to the Contractor by the Government and incorporated in data to which this clause applies.

(End of clause)

K.12 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION APR 1998

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. Disclosure Statement--Cost Accounting Practices and Certification

(a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

☐ (1) Certificate of Concurrent Submission of Disclosure Statement. The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____ Name and Address of Cognizant ACO or Federal Official Where Filed: _____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

☐ (2) Certificate of Previously Submitted Disclosure Statement. The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____ Name and Address of Cognizant ACO or Federal Official Where Filed: _____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

☐ (3) Certificate of Monetary Exemption. The offeror hereby certifies that the offeror, together

with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more than \$25 million (of which at least one award exceeded \$1 million) in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

☐ (4) Certificate of Interim Exemption. The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$25 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. Cost Accounting Standards--Eligibility for Modified Contract Coverage

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

☐ The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$25 million in awards of CAS-covered prime contracts and subcontracts, or the offeror did not receive a single CAS-covered award exceeding \$1 million. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

Caution: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$25 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$25 million or more.

III. Additional Cost Accounting Standards Applicable to Existing Contracts

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

☐ yes ☐ no

(End of provision)

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE. (JUN 1988)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

(End of provision)

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER APR 1998

52.214-34 SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE APR 1991

52.214-35 SUBMISSION OF OFFERS IN U.S. CURRENCY APR 1991

52.215-1 INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION OCT 1997
ALTERNATE I OCT 1997 & ALTERNATE II OCT 1997

52.215-16 FACILITIES CAPITAL COST OF MONEY OCT 1997

52.222-24 PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW
APR 1984

52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES
FEB 1993

L.2 52.216-1 TYPE OF CONTRACT. (APR 1984)

The Government contemplates award of a cost-reimbursement contract on a completion basis (not level of effort) resulting from this solicitation.

(End of provision)

L.3 52.233-2 SERVICE OF PROTEST. (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from the Contracting Officer at:

National Science Foundation
Division of Contracts, Policy, and Oversight
4201 Wilson Boulevard, Suite 475
Arlington, VA 22230

(b) The copy of any protest shall be received in the office designated above within one day of filing a

protest with the GAO.

(End of provision)

L.4 PROPOSAL PREPARATION INSTRUCTIONS

A. GENERAL INFORMATION

The proposal must consist of the following PHYSICALLY separate volumes, individually titled as shown below:

- _Volume I - Technical Proposal Volume (1 original & 6 copies)
- _Volume II - Business Proposal Volume (1 original & 6 copies)
- _Volume III - Past Performance Volume (1 original & 6 copies)

Please note that business proposals must be submitted as a separate document from technical proposals to allow independent evaluation of the technical and business factors. No price or cost information is to be included in the technical proposal or in any letter of transmittal, but shall not prevent the Contracting Officer from providing the Business Proposal to those scoring the technical evaluations as the Contracting Officer deems appropriate. Any exceptions (including deviations and conditional assumptions) taken with respect to this solicitation should be adequately explained. Such exceptions will not, of themselves, automatically cause a proposal to be termed nonresponsive. A large number of exceptions, or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such proposal(s) as nonresponsive. Highlight exceptions in the margin of the proposal where they appear in the text.

Information in your proposal must be furnished entirely in compliance with instructions and be complete within itself. No information or material may be incorporated in the proposal by reference.

The following instructions are provided to assist the Offeror in understanding the information needed to make an objective selection of the contractor for this proposed procurement. Since this information constitutes the major basis for formal judgment, it will be advantageous to the Offeror to present a proposal in a clear, concise manner and in terms understandable to those who may be unfamiliar with the Offeror's detailed intentions and reasoning process. Responses should follow the Statement of Work to the extent practicable.

B. TECHNICAL PROPOSAL VOLUME

Offerors should note that technical proposals which merely offer to conduct a program in accordance with the requirements of the Government's Statement of Work will be considered nonresponsive to this solicitation and will not be considered further.

To ensure that a proposal is evaluated completely and given the full consideration to which it is entitled, it must be submitted in the format described below:

(a) Table of Contents: Should completely outline the proposal so as to serve as a quick guide to its contents, including all charts, tables, attachments, and other exhibits submitted.

(b) Summary: Should contain a brief synopsis, not to exceed four pages, of the proposal's salient features.

(c) Introduction: Should reflect an understanding of the ultimate purpose of the project, as well as the immediate results to be achieved under the contract to be awarded.

(d) Work/Management Plan: Offerors' proposals must contain a proposed management plan describing all technical specifications, schedules, and staffing for all data collection and analysis activities associated with the 1999 survey. This item shall include descriptions of a proposed sampling plan; procedures for collecting, processing, coding, and editing the data; provisions for quality control; and of all computer software programs to be used in the project. Reports, meetings, and deliverables shall be included in the schedule.

The management plan of the successful offeror will become part of the contract. More specifically, offerors' proposed management plans should address the following items: (1) facilities; (2) equipment, and (3) personnel.

NOTE: Offerors shall describe in their proposals the steps they will take to prepare a favorable climate for the survey or other preparatory actions they will take to maximize the response rate. Offerors shall also describe the facilities and equipment that will be used, the experience and salient characteristics of the survey staff, and their procedures for quality control.

Any travel program proposed as part of the work effort should be detailed WITHOUT costs in this section to permit technical evaluation of the offeror's understanding of the project.

(e) Facilities and Equipment: Offerors' proposals must describe the facilities and equipment to be used in conducting the survey, including a discussion of (1) the hardware and software expected to be used in conducting the telephone survey and monitoring that effort, (2) whether the facilities and equipment are currently available, and (3) the offeror's experience using them in similar tasks.

NOTE: The government will not provide funds for the purchase of equipment or facilities.

The proposal must describe the physical characteristics of the survey site, including the number of interviewing stations, equipment to be used, and number of interviewers available during fielding of the survey. Taking particular note of the desire to conduct the survey in February 1999, offerors shall demonstrate the availability of interviewers and equipment to conduct the approximately 2,000 interviews required under this contract during that period. Procedures for interviewing or otherwise dealing with non-English speaking respondents shall be addressed.

(f) Personnel Qualifications: Offerors shall provide a description of the manner in which the project will be organized, including a description of the roles and responsibilities of key staff, their position in the contractor's overall organization, and the ways in which this organizational structure has facilitated the completion of similar surveys in the past. Offerors shall provide a brief description of the staff who will be assigned to the survey that emphasizes their qualifications for their roles -- and a description of their roles and responsibilities -- in this survey. There also should be a table indicating the amount of time each staff person will devote to major contract activities and the percentage of time they will devote to the survey overall. Summary copies of curricula vitae for staff

shall be provided as an appendix to the proposal.

(g) Quality Control: Offerors shall describe efforts to be undertaken to maintain the highest possible quality of interviews, including supervision of interviewing staff, extent of training, and direct participation of senior personnel in interviewing operations in order to maintain high quality of interviews.

NOTE: Offerors should be aware that NSF staff may be on-site during data collection.

(h) Software: Offerors shall name and describe all software programs they plan to use. If any proprietary programs are used, their use must not prevent or impede the transfer or replication of all data and products generated under this contract to any future contractors selected to undertake subsequent surveys for NSF. (See Section I.2 of this RFP, Rights in Data (April 1984)).

All electronic data files, systems designs, programming, and associated documentation developed or used under this contract are the property of the Federal Government, whether they are in the possession of the Federal Government or the contractor.

(i) Sampling Plan: A sample of approximately 2,000 adults (with U.S. citizenship) with working telephones, 18-years of age or older, not living in group quarters, and including the military population living off-base in the U.S. is required. Offerors shall describe the methods to be used to draw this sample, including descriptions of:

Household selection;

Respondent selection within households; and

Efforts to reach the selected respondent, including procedures for call-backs and number of call-backs.

Offerors' proposals shall contain descriptions of their organizational experience in the conduct of telephone surveys of the public. Offerors must demonstrate extensive experience using Computer-Assisted Telephone Interviewing (CATI) software. Proposals shall include descriptions of prior surveys completed using some form of random digit dialing (RDD), along with response rates and how they were calculated, and the names and telephone numbers of government contract officers or other appropriate client references. Offerors can also suggest improvements based on new techniques and technologies.

In their proposals, offerors shall identify (1) which person(s) will be in charge of this phase of the project and his/her experience and expertise with CATI, and (2) the persons who will actually be conducting the telephone interviews and their skills and training in conducting surveys of this type. It is important to NSF that all persons involved in the CATI phase of the project not only be trained in correctly coding the answers to the questions, but also have the telephone demeanor and interpersonal skills necessary to elicit the maximum amount of cooperation from respondents in answering the survey questions.

Offerors shall discuss methods to measure and control coverage errors, statistical imputation techniques for non-response, and statistical weighting techniques for generating national estimates for the total population and for substrata. Methods to measure and control all sources of

non-sampling error are encouraged.

It is important to NSF that sampling procedures be efficient and also that the response rate be as high as possible. Offerors should propose methods to achieve these objectives, discussing their experience with, and relationships among, sampling plans, efforts to reach respondents and complete interviews, and overall response rates.

(j) Response Rate Maintenance and Monitoring: Offerors shall discuss trends in response rates of similar on-going surveys, citing specific surveys and their response rates where appropriate, including how these rates were achieved and calculated.

Offerors shall discuss how they will address growing problems with telephone surveys, including potential respondents who screen telephone calls with answering machines and Caller I.D. Proposals shall include explicit discussion of proposed methods for follow-up.

Offerors shall describe, in detail, proposed methods to result in the highest possible response rate. Offerors' descriptions of call-back and other procedures (including those having to do with respondents' answering machines and other screening devices) to elicit this desired high response rate shall discuss in detail: (1) all proposed methods for achieving a high response rate; (2) different methods of calculating response rates, with the offeror's recommendation; and (3) recent response rates obtained by the offeror in conducting similar surveys.

Offerors shall propose several increasingly stringent methods for improving response rates.

(k) Data Processing and Survey Tabulations: Offerors shall propose efficient and cost-effective procedures for processing survey data and for merging the survey data with the historical data files so that a comprehensive, clean, accurate set of time series data are available for NSF staff or others to use in analyzing the data.

Proposals shall describe the methods to be used to transfer data collected in the survey into an edited, computerized, clean historical data base. The system shall be designed for analysts who have knowledge of only basic spreadsheet (e.g., Excel) and word-processing (e.g., Word) packages. Proposals shall include a description of the general approach to constructing the system; how the contractor will construct each component of the system; all features of the system that will be apparent to the user; what makes the system reliable and user-friendly; how data can be downloaded into Excel, or other (approved by NSF staff) spreadsheet programs; what procedures shall be required (if any) to update the system; and back-up and maintenance procedures.

The proposal shall include training and supervision of coders (including naming, if possible, which personnel will be involved), manual and machine editing of survey data, and creation of analytical data files. Proposals shall also describe methods for coding open-ended items, what tests of inter-coded agreement will be used, coding frames, the procedures and quality control safeguards to be used for data conversion and machine editing, procedures for maintaining confidentiality of survey responses and project data files, and the hardware and software support for data processing.

Proposals shall discuss statistical weighting techniques for generating national estimates for the total population and for substrata. Offerors are encouraged to propose methodologies, subject to NSF approval, for generating national estimates. Offerors shall fully describe their proposed estimation method and the scientific rationale for its use.

C. BUSINESS PROPOSAL VOLUME

Offerors are advised that the Government anticipates award of a cost-reimbursement completion type contract resulting from this solicitation. Offerors are requested to prepare their proposals accordingly.

Business Proposals shall contain the following:

- Executed SF33 and Section K
- Cost/price proposal
- Other information

Block 12 through 18 of the SF 33 (Page 1 of this RFP) must be filled in as appropriate and returned with a properly completed Section K. The balance of the solicitation need not be returned. Please note that the business proposals must be submitted as a separate document from the technical proposal to allow independent evaluations of the business and technical factors. **NO COST INFORMATION IS TO BE INCLUDED IN THE TECHNICAL PROPOSAL OR LETTER OF TRANSMITTAL.**

The next section of the cost/price proposal must contain the following information.

- (a) The offeror must propose a fully detailed budget and substantiate the costs proposed in the budgets.
- (b) Explain any deviations, exceptions, or conditional assumptions taken with respect to the cost/price proposal instructions and requirements. Any deviations, exceptions, etc., must be supported by sufficient amplification and justification to permit evaluation.
- (c) Proprietary Software. If the offeror proposes the use of any proprietary software in performance of this effort, the offeror should specifically identify each item of said proprietary software and provide a cross-reference to its location in the technical proposal.

The last section of the Business Proposal Volume must contain the following information for Government analysis of the "Other Factors" proposal.

- (a) Information on financial condition, capability and background of the organization. Enclose a copy of the organization's annual financial statements (e.g. Balance Sheet, Profit and Loss Statement and Annual Reports), for the last three (3) consecutive years of operation and other documentation to clearly explain its current financial strength and resource capability, and current credit rating.
- (b) Discussion of the roles and functions of proposed subcontractor(s) as they relate to the total efforts, amount and level of responsibility and organizational structure.
- (c) A brief history of the prime organization, identify and discuss the background of the specific division which will have the responsibility to perform this contract.
- (d) Discussion of the priority placed by the offeror's organization on the work being proposed and the importance of such work to the organization. Discuss commitments the organization has or

anticipates that might conflict with performance of this requirement. Consideration shall also be given to the commitments of the proposed subcontractor(s), if applicable.

(e) Discussion of the importance of the proposed procurement in relation to other work to be performed during the same period of time.

(f) Statement of whether all contractor systems such as accounting, purchasing and estimating, which require Governmental approval, are currently approved without condition. If not, explain any existing conditional approvals and the status of any for which approval is currently withheld. Describe any management procedures or systems developed expressly for this proposed contract.

(g) Statement of compliance with and acceptance of the requirements of this solicitation. The offeror shall provide the required information set forth in the solicitation package to include those specific items identified for response in the RFP. The Government's analysis of the "Other Factors" proposal will include its review and evaluation of submittals under this section. The offeror shall prepare a statement of acceptance of the proposed contract instrument, inclusive of the Statement of Work and the Schedule and Contract Clauses.

(h) Statement of any exception to or conditional acceptance of the provisions set forth in the proposed contract instrument must be explained in detail, with sufficient amplification and justification to merit further consideration.

(i) Offerors shall propose several increasingly stringent methods for improving response rates, and show alternative cost estimates for these different approaches in the Business Proposal. Business Proposals should clearly show the cost implications of increased efforts to complete interviews and keep response rates high.

(j) For cost estimation purposes, offerors should assume an interview average length of 20 minutes per respondent. (The instrument contains screen items and skip patterns, such that some interviews take as little as 10 minutes, while others may take up to 25 minutes.) Business Proposals shall state per hour interview costs and any assumptions about contingencies underlying the cost estimate.

D. PAST PERFORMANCE VOLUME

Offerors shall submit a PHYSICALLY separate volume containing past performance information for both the offeror and proposed major subcontractors.

The offeror shall complete and submit one (1) form at attachment J-1 for NOT TO EXCEED FIVE (5) CONTRACTS for REQUIREMENTS OF A SIMILAR NATURE awarded to the organization during the past three years, completed or in progress, for Federal, state, or local governments, or private sector sources in excess of \$100,000 on prime contractor efforts and \$50,000 on subcontractor efforts. All items on each form shall be completed.

If information for the specified time frame cannot be provided, submit a brief explanation (not to exceed one-half page). Do not submit past performance information on more than the specified number of contracts or for years prior to the last three. If no past performance information is available, submit an explanation and any past performance information for all key personnel related to the requirements of this solicitation.

The offeror may provide information on problems, if any, which were encountered during the performance period, corrective actions taken and the result of those actions. **Offerors should not provide general information of their own performance on the identified contracts; general performance information will be obtained from references supplied.**

The offeror may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the product or service. This may include government quality awards or private sector awards or certifications.

Each offeror shall be evaluated on performance under existing and prior contracts for similar products or services. The Government shall focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration.

The Government shall attempt to verify past performance information on all the identified contracts provided. However, The Government reserves the right to request performance evaluations from sources other than those provided in response to this solicitation.

If an offeror, or the proposed key personnel for the offeror, do not have a past performance history similar to this type work, the offeror will receive a neutral numerical score for that portion of the past performance criteria, defined as the average of the highest and lowest numerical scores given for this portion of that criteria.

For information purposes, Attachment J-2 is an example of the contractor performance evaluation questionnaire (survey) that will be used to collect past performance information from the clients your organization lists on the attachment at J-1, “Contract Listing.”

Your organization may wish to furnish a letter to commercial customers listed on the “Contract Listing” who may be reluctant to complete the survey or release information about a business relationship without an authorization from your organization. You may wish to use this letter as a sample to communicate your authorization to commercial clients. See the sample letter at Attachment J-3.

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 OVERALL BASIS FOR AWARD

The Government will select the offer which provides the greatest value to the Government. Technical factors and past performance evaluations are the primary basis for award; however, cost/price could become the determinative selection factor if the cost/price premium involved in awarding to a higher rated, higher priced offeror is not justified given the acceptable level of technical competence available at the lower cost/price. Section L contains narrative on technical, past performance and cost/price proposal preparation.

M.2 EVALUATION OF PROPOSALS

A. General Procedures

1. Offerors' technical proposals shall be evaluated for technical merit, using the evaluation criteria contained in Subsection B. below.
2. Past Performance evaluations shall be solicited from offerors' former and/or current clients using Attachment 2 (see Section J) based on the contract listings provided by each offeror using Attachment 1 (see Section J). Past performance scores shall account for a maximum of 20 points of the technical evaluation score, as outlined in Subsection B below. (Also see Past Performance instructions given in Section L.)
3. Offerors' proposed costs shall be considered independently of the technical criteria and shall not be weighted or scored. Price and cost analysis, as appropriate, shall be performed on all price/cost data provided by offerors to assess the realism of the proposed costs and the probable cost/price to the Government.
4. Other factors, comprised of information from offerors' proposals and other information obtained from Government and other sources, may have a bearing on the final award decision. The Government shall evaluate those factors which may affect an offeror's ability to perform the Government's requirement, such as financial condition, labor relations' concerns, the priority placed by the offeror on the Government's requirement, etc. Other factors shall not be weighted or scored, but they may be an important consideration of the Source Selection Official in making a final selection.

B. Technical Evaluations

Technical evaluations shall be performed by a Government Technical Evaluation Team possessing a broad knowledge of the contract requirements. Proposals shall be evaluated and scored to determine their relative merits, in accordance with the following factors and subfactors in the weighted scoring plan reflected below:

Maximum Points	Factor
20	Quality of the organization and the proposal
20	Past performance
20	Personnel qualifications
<u>20</u>	CATI survey experience, operation, and expertise
80	MAXIMUM SCORE

Quality of the Organization and the Proposal (20 points maximum)

The proposal. The proposal contains clear evidence of a thorough understanding of the objectives and requirements of the project. The proposal addresses the potential difficulties that might be encountered in the conduct of the tasks and discusses how the proposed team will handle the tasks. There is clear and strong evidence that the proposed project team (including any proposed subcontractors and consultants) includes the appropriate number and mix of qualified persons with the necessary skills and abilities to perform all necessary tasks.

10 points maximum

Report Production and Dissemination Capability. The proposal provides strong evidence of the organization's experience in analytical writing and research skills and the capability to produce formal reports of high quality with speed and accuracy. The organization is highly experienced and skilled in producing and managing state-of-the-art information dissemination in both paper and electronic formats under strict time requirements. This element includes demonstrated communication skills in relaying complex concepts concisely to a lay audience that may include policymakers and the press.

10 points maximum

Past Performance (20 points maximum)

Offerors should provide information indicating a proven track record in the following (for other projects they have undertaken for NSF, other government agencies, and/or nongovernmental organizations):

Quality and Accuracy of the Product or Service	5 points maximum
Cost Control	5 points maximum
Timeliness of Performance	5 points maximum
Customer Satisfaction	5 points maximum

Personnel Qualifications (20 points maximum)

Project Manager 10 points maximum

Time Commitment and Suitability of Experience. The proposal contains a full discussion of how the experience and expertise of the Project Manager will contribute to the entire project. There is clear evidence of the depth of time commitment of the Project Manager which will allow full involvement in the objectives and requirements of the project.

Expertise in writing reports, presenting information orally, and interacting with the public. The proposal clearly demonstrates the Project Manager's ability to produce well-written, concise, and timely reports containing high-quality analyses suitable for policymakers. The Project Manager has the expertise and ability to interact and communicate concisely with high policy officials and the press.

Management and survey expertise. There is clear evidence that the Project Manager can direct a multi-person survey team and produce high quality products in a timely fashion. The proposal demonstrates how the Project Manager will oversee and interact with the proposed technical team. There is clear evidence of the ability of the Project Manager to design, implement, and manage CATI surveys.

Technical Team 10 points maximum

Capability of the Team to Perform Assigned Tasks. The proposal clearly demonstrates the depth of expertise and ability of the technical team to handle each of the multiple tasks of the project, including extensive experience with CATI surveys and all aspects of survey design and implementation.

Time Commitment and Suitability of Experience. There is a clear explanation of how each team member's expertise fits into the overall requirements of the project and discussion of the assignment of tasks to each member of the technical team. The time commitment of each principal team member is clearly demonstrated to ensure the timely production of each assigned deliverable.

CATI survey experience, operation, and expertise (20 points maximum)

The offeror has:

- 1)extensive experience in conducting state-of-the-art computer-assisted telephone interviewing (CATI) surveys;
- 2)a proven track record in achieving high response rates to CATI surveys;
- 3)a team of well-trained, highly-motivated interviewers with extensive experience in gleaning accurate and complete information from survey respondents;
- 4)sufficient resources, including personnel and state-of-the-art equipment, necessary to conduct the interviewing operation and process the information;

5) a well-thought-out approach and procedures to handle follow-up interviewing and growing problems with telephone surveys, including potential respondents who screen telephone calls with answering machines and Caller I.D.

CONTRACT LISTING

A separate form must be completed by the offeror for each contract awarded the organization in the past three years.

Contractor Name: _____

Address: _____

Name of Contracting Activity: _____

Contract Number: _____

Contract Type: Negotiated _____
 Sealed Bid _____
 Fixed Price _____
 Cost Reimbursement _____

Total Contract Value: _____

Status: Active _____ Complete _____

Project Title/Brief Description:

Contracting Officer:

Phone Number:

Administrative Contracting Officer:

Phone Number:

Program Manager:

Phone Number:

Contracting Officer's Technical Representative:

Phone Number:

List of Major Subcontractors:

CONTRACTOR PERFORMANCE EVALUATION

Performance Elements	0	1	2	3	4	5
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1. Quality of Product or Service

2. Cost Control

3. Timeliness of Performance

4. Customer Satisfaction (end-user)

Overall Total Score (maximum of 20 points) _____

EVALUATED BY:

A. Organization:

B. Name and Title:

Signature: _____ Date: _____

C. Remarks on outstanding performance:

D. Remarks on unsatisfactory performance:

Note: If verbal telephonic response received, complete the following:

Information obtained by:

Printed Name: _____

Signature: _____ Date: _____

SAMPLE

CLIENT AUTHORIZATION LETTER

Dear "Client":

We are currently responding to the National Science Foundation's Request for Proposal number _____ for the procurement of _____. The Foundation has placed an increased emphasis in their procurements on past performance as a source selection factor. They require that clients of entities responding to their solicitations be identified and their participation in the evaluation process be requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries.

We have identified Mr./Ms. _____ and Mr./Ms. _____ of your organization as the points of contact based on their knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to _____.

Sincerely,